

**APPLICATION FOR INITIAL CERTIFICATION  
ELECTION ADMINISTRATORS**

Name \_\_\_\_\_ Title \_\_\_\_\_

County \_\_\_\_\_ Beginning Elections Service Date \_\_\_\_\_

E-mail Address \_\_\_\_\_

**Refer to WAC 434-260-220 – 310 for rules pertaining to the certification of election administrator's**

**(1) Attended Secretary of State Orientation Workshop. DATE \_\_\_\_\_**

**(2) Experience as an elections administrator**

YEARS \_\_\_\_\_ (1) Auditor, Elections Supervisor, Director, or Manager

YEARS \_\_\_\_\_ (2) Other Elections Position

**(3) Passed Written Certification Exam. DATE \_\_\_\_\_**

**(4) Additional 40 hours for conferences or workshops by organizations listed below  
(If additional space is needed, please attach a separate sheet.)**

**HOURS**

\_\_\_\_\_ (a) Washington State Association of County Auditors (WSACA) **NOTE: List the Annual Election Administrators' conference here!**

\_\_\_\_\_ (b) Secretary of State.

\_\_\_\_\_ (c) The Elections Center.

\_\_\_\_\_ (d) Visiting other county election departments for training and/or orientation (maximum 4 hours)

\_\_\_\_\_ (e) The Election Assistance Commission (EAC).

\_\_\_\_\_ (f) Other national associations related to elections or government administration, approved by the Election Administration and Certification Board (attach listing).

\_\_\_\_\_ (g) Other conferences or courses approved by the Elections Administration and Certification Board (attach listing).

\_\_\_\_\_ **TOTAL HOURS**

**(5) Education**

High School Diploma/Equivalent

☐ Yes ☐ No

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Signature of County Auditor or Other Approving Authority attesting to the accuracy of the information provided on this application.

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Title  
\_\_\_\_\_  
Date

Send this completed application to:

Kay Ramsay, Election Program Specialist,  
Election Certification and Training Program  
P.O. Box 40232,  
Olympia, WA 98504-0232

To expedite the processing of your application, you may also fax it to: 360.664.4619 or  
email; [kramsay@secstate.wa.gov](mailto:kramsay@secstate.wa.gov)

The signed original application must be received to complete the certification.